

Request for Invoice Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding Invoice #[Insert Invoice Number] issued on [Insert Invoice Date].

Upon reviewing the invoice, I noticed discrepancies concerning [briefly state the specific issues, e.g., pricing, quantities, missing items]. I would appreciate your assistance in addressing these matters to ensure fair resolution.

Could you please provide the necessary details or documentation related to these issues at your earliest convenience? Your help would be invaluable in resolving this matter promptly.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]